

**NOTRE DAME COLLEGIATE  
CON BRIO SUN PEAKS  
APRIL 25 – 28, 2024**

**FAMILY INFORMATION SHEET**

**April 25 - 26**

**Best Western Sicamous Inn**  
806 Trans-Canada Hwy, Sicamous, BC V0E 2V0  
(250) 836-4117

**April 26 – 28**

**Sun Peaks Grand Hotel**  
3240 Village Way, Sun Peaks, BC V0E 5N0  
(250) 578-6000

**Emergency Contact Information**

If you have any questions, concerns, or an emergency while on tour, please contact:

**Ellison Travel & Tours Ltd. (Vancouver office)**

Phone: 1-866-983-2470 or 604-983-2470

Office Hours: Monday to Friday, 8:30am – 5:00pm PST

Contacts:

[Matthias Unger ext. #625](#)

Kimberly Natt ext. #630 (cell 403-617-8008)



**FRIDAY APRIL 26 – SUNDAY APRIL 28, 2024**

**PARENTS & FAMILY MEMBERS**

We recognize and appreciate the importance of family support for developing musicians. Parents and family members are welcome to attend any or all adjudicated performances at no cost. Simply check in at a festival desk to receive a guest pass for adjudicated performances.

**1-800-265-7022 | [www.ellisontravel.com](http://www.ellisontravel.com)**

EXETER, ON 311 Main St. PO Box 1990, N0M 1S7, 519-235-2000 | LONDON, ON 4 -1930 Hyde Park Rd., N6H 5L9, 519-672-7020

NORTH VANCOUVER, BC 139 Chadwick Cr. (Ground Floor), V7M 3K2, 604-983-2470

CALGARY, AB 587-779-2200 | TORONTO, ON 647-792-8869 | OTTAWA, ON 613-714-4869

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## NOTRE DAME COLLEGIATE 4 DAY TOUR TO THE 20<sup>th</sup> ANNUAL CON BRIO SUN PEAKS April 25-28, 2024

### Final Itinerary with Confirmations Con Brio Sun Peaks (for chaperone use only) – April 18, 2024

ET #:	456-24		
Group Leader:	Joel Windsor	Cell #:	403-603-0930
Emergency Group Contact:	Jodi Deklerk	Cell #:	403-652-2231
Ellison Emergency Contacts:	Vancouver Office: 1-866-983-2470/604-983-2470 (during office hours only)		
Primary Contact:	Matthias Unger	Cell#:	
Secondary Contact:	Kimberly Natt	Cell #:	
On site Contact:	<b>Accommodation &amp; Meals</b> Naomi Senekal	Cell #:	
# of Travellers:	32 Students + 4 Chaperones = 36 Travellers + 1 Touring Driver		
Type(s) of Ensembles:	Wind Ensemble		

**Con Brio Festival and Ellison Travel & Tours Information Desks are located  
in the lobby of the Sun Peaks Grand Hotel & Conference Centre**  
For all questions and concerns please visit either of the desks during festival hours.  
See your Festival Program for details.

Should you have problems with one of the suppliers during your tour, please inform the management on site of your concerns and contact our office/your planner. This will ensure a quick solution to the problem. If the situation is not resolved favourably, our staff will follow up with the supplier in question.

If you are going to be over 5 to 10 minutes late from your scheduled arrival time, please call the supplier using the contact number provided. Your reservation may be at jeopardy if they do not hear from you.

### Day 1 – Thursday, April 25 – TRAVEL DAY

**1 - 56 passenger coach - 12 hours of coaching provided today**

7:30am - meet your **TRAXX Coachlines motorcoach** for loading of luggage and instruments

#### **CHARTER MOTORCOACH CONFIRMATION**

**TRAXX/CHARTER COACHLINES LTD., 110 – 7280 River Road, Richmond, BC V6X 1X5**

Contact Name: Des Scott

Direct line #: 1-587-943-5615

Dispatch: 1-877-872-9977 (07:30-17:30 PST): Press 9 for dispatch

After hours #: 604-940-8922

**CHARTER #: 167500**

**PICK UP ADDRESS: Notre Dame Collegiate, 1500 High Country Dr NW, High River, AB T1V 1T7**

**DROP OFF ADDRESS: Best Western Sicamous Inn, 806 Trans-Canada Hwy, Sicamous, BC V0E 2V0**

**NUMBER/TYPE COACHES: 1 x 56 passenger**

**MUSICAL INSTRUMENTS: Yes**

**PAYMENT: Paid in full, in advance, by Ellison Tours Full payment includes use of the coach per itinerary and all applicable taxes, road tolls, and parking.**

**PAYMENT:** Paid in full, in advance, by Ellison Tours Full payment includes use of the coach per itinerary, driver's accommodation with the group and all applicable taxes, road tolls, and parking.

Driver gratuities are included and have been sent to the coach company in advance.

**SPECIAL INSTRUCTIONS:** If the driver does not present a safety briefing, please refer to the document called "Guide for Group Leaders and Tour Manager" (located in your binder behind the tab called "Need to Know") with your driver and present to the passengers prior to departing on your trip.

**COACH PARKING:** Coach Company will be responsible for paying parking charges. Coach parking is available in P5 – Overnight parking is \$15.00 per coach per night. Parking can be paid for at Guest Services OR: <https://store.sunpeaksresort.com/s/year-round/p/overnight-parking>

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- for the safety of others, and for your convenience, consider bringing a mask in case you are feeling unwell and/or it is required for entry during your tour
  - a motorcoach safety briefing including the use of seat belts when available, will be completed prior to departure (always use seat belts when available and locate the emergency exits if your coach changes during your tour)
- 8:15am - depart for **Holy Spirit Academy**
- 8:30am - arrive at **Holy Spirit Academy** and setup for **performance**
- 9:30am - **performance begins**
- 10:15am - performance ends, pack up and load the bus
- 10:45am - depart for **Crazy Creek Hot Springs** (approximately 5.5-hour driver + time for stops and traffic) please note: you are entering a different time zone – set your watches back one hour
- 4:00pm - arrive at **Crazy Creek Hot Springs**, pay for admission and enjoy the pools under chaperone supervision
- 5:30pm - depart for **Sicamous, BC** (approximately 30-minute drive)
- 6:00pm - local time of arrival in **Sicamous, BC**, check-in for **1 nights' accommodation** at the **Best Western Sicamous Inn**

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#### **HOTEL CONFIRMATION**

**BEST WESTERN SIMACOUS INN**, Box 910, 806 Trans Canada Hwy, Sicamous, BC V0E 2V0

Contact Name: Eileen Hartwig

Telephone #: 250-836-4117

Website: [https://www.bestwestern.com/en\\_US/book/hotel-rooms.62108.html?iata=00171880&ssob=BLBW10004G&cid=BLBW10004G:google:qmb:62108](https://www.bestwestern.com/en_US/book/hotel-rooms.62108.html?iata=00171880&ssob=BLBW10004G&cid=BLBW10004G:google:qmb:62108)

**PAYMENT:** Ellison Tours has sent full payment in advance on your behalf. Full payment includes room charges, breakfast, baggage and security and all applicable taxes. Please note: The group leader may be asked for a credit card on arrival. Any incidentals or room damage must be paid by the group at check out.

#### **INCIDENTALS & DAMAGE:**

Please note: The group leader may be asked for a credit card and in some cases cash on arrival to cover any incidentals or room damage that must be paid by the group at check-out. A damage deposit would be returned provided no damage has been caused by the group. Please be sure to tell your students to inspect their room upon arrival, and report any damage immediately; this should be communicated to the hotel desk so they know the damage was present before the arrival of the group.

**MEALS:** please see room list for meals included at the hotel

Breakfast is included in the rate.

**SPECIAL DIETS/ALLERGIES:** We have advised the restaurant of your food allergies and dietary restrictions. However, it is THE responsibility of the individual (not your tour manager or Ellison Tours representative) to advise your server upon arrival. In the case of a youth traveller under 18 years of age the group leader/teacher (or a designated chaperone) is responsible to advise your server upon arrival and ensure the proper meal is served. Please note if you have allergies, in some restaurants it may not be permissible to bring your own food. In the case of a medical situation arising contact emergency services and the manager immediately.

#### **CHECK IN INSTRUCTIONS:**

- Please refer to your binder for the “Need to Know” section to reference the document called “Guide for Group Leaders and Tour Manager” for details. Important: Confer with hotel staff on emergency and evacuation procedures including setting a primary and secondary meeting point outside of the hotel in the case of a fire or other evacuation.
  - Remind front desk to shut off all movies and ask if telephones can be shut off for long distance calls only
  - Retain mini-bar keys for all rooms except for the chaperone rooms
  - Reconfirm all meals booked for the group at the hotel’s restaurant
  - Ask for the best location for your group to unload and the closest elevators to that area
  - Ask if there are any further instructions your group should be aware of during your stay
- BAGGAGE HANDLING:** Not included  
**PARKING:** parking is on-site  
**INTERNET:** Wireless Internet access is available in some guestrooms  
**NOTES:** See binder for room list, special dietary list for meals and map

- dinner arrangements made by Notre Dame Collegiate

## **Day 2 – Friday, April 26 – ARRIVE IN SUN PEAKS/FESTIVAL DAY**

### **1 - 56 passenger coach - 12 hours of coaching provided today**

- 7:00am - **breakfast** included at the hotel, followed by check out
- 8:30am - meet your **TRAXX Coachlines motorcoach** for loading of luggage and instruments
- 9:00am - board your coach and depart for **Sun Peaks, BC** (approximately 2.5-hour drive + time for traffic)
- 12:00pm - upon arrival, **check-in for 2 nights at the Sun Peaks Grand Hotel** or store your luggage

### **HOTEL CONFIRMATION**

**SUN PEAKS GRAND HOTEL & CONFERENCE CENTRE, 3420 Village Way, Sun Peaks, BC V0E 5N0**

Contact Name: Manager on Duty

Telephone #: 250-578-6000

**\*\*\*Please note: Hotel will require name and phone number of group leader upon check in\*\*\***

**PAYMENT:** Ellison Travel & Tours Ltd. has sent full payment in advance on your behalf. Full payment includes room charges applicable taxes. Please note: Any incidentals will have to be paid by the group at check out.

**ROOM CONFIGURATION:** Please see rooming list for your group’s room types.

**CHECK IN: 4:00pm**

**CHECK OUT: 11:00am**

Upon arrival at your hotel, please have everyone remain on the coach, while the group leader checks in at the front desk:

- Early check-in may be available if requested beforehand but is never guaranteed.
- The hotel will do their best to accommodate a request to store luggage however there is no guarantee.
- **Hotel will require credit card deposit at check in from your group organizer. This card will be applied to the card holder’s room only, however this card may be used to cover any incidentals or damages incurred by your group.**
- You will be given a set of rooming lists, one alpha and one room numerical order, along with your group’s room keys to take to your coach and distribute to your group members. These lists should be kept with your chaperones at all times.
- Please refer to your binder for the “Need to Know” section to reference the document called “Guide for Group Leaders and Tour Manager” for details. Important: Confer with hotel staff on emergency and evacuation procedures including setting a primary and secondary meeting point outside of the hotel in the case of a fire or other evacuation.
- Advise reception if pool access should be allocated to chaperones key cards ONLY
- Ask for the best location for your group to unload and the closest elevators to that area
- Ask if there are any further instructions your group should be aware of during your stay

- Remind front desk to shut off all movies/games and ask if telephones can be shut off for long distance calls only
- No room charging privileges unless reporting to front desk and provide a credit card or settle directly with outlets
- The Hotel Front Desk will contact chaperones within your group to notify of noise complaints or other issues that require your immediate attention. If you are notified of an issue that requires your attention, please contact the front desk to update the manager on duty.

**Hotel Etiquette:** It is expected that all group guests wear footwear in the hotel at all times. The only exception is while using the pool or hot tubs.

**PARKING:** Motor coach parking may be available, if requested beforehand and if space allows.

**COACH PARKING:** Coach Company will be responsible for paying parking charges. Coach parking is available in P5 – Overnight parking is \$15.00 per coach per night. Parking can be paid for at Guest Services

**Self-Vehicle parking:** is available at the hotel for hotel guests only at \$25.00 per night for self-parking and \$35.00 per night for valet parking. EV charging parking is \$50. **\*Please note additional parking charges are the responsibility of the individual, not Ellison Travel & Tours\***

**INTERNET:** Wireless Internet access is complimentary in guestrooms

**RECREATIONAL FACILITIES:** Outdoor heated pool and three outdoor hot tubs for hotel guests only.

**Pool hours:** 9:00am to 9:00pm. Maximum capacity is 30 people. The pool is available on a first-come first-served basis. There is no lifeguard. **Students must be accompanied by chaperones.**

**Fitness Centre:** 7:00am to 9:00pm. Hotel room key card required to access this facility. Proper footwear must be worn in the Health Club at all times. **Students must be accompanied by chaperones AT ALL**

**TIMES.** No outside guests permitted. The Fitness Centre hours and Pool hours are subject to change without notice.

**SWIMMING:** Youth travelers will not be supervised by Ellison staff for any activities including swimming. As a certified student travel organization, we recommend that during every swimming activity on tour, a Canadian or American Red Cross (or national/international equivalent) certified lifeguard will be present to perform guardian duties during the entire activity. If the group has not had Ellison Tours hire a lifeguard on their behalf, then it is recommended that the group has a certified lifeguard present.

**NOTES:** See binder for room list and map

- register your ensemble(s) for the 20<sup>th</sup> Annual Con Brio Sun Peaks at the Festival Desk located in the Sun Peaks Grand Hotel – Crystal Ballroom (12:30pm - 5:00pm)

## FESTIVAL CONFIRMATION AND DIRECTOR'S RECEPTION

SUN PEAKS GRAND CONFERENCE CENTRE, 3420 Village Way, Sun Peaks, BC V0E 5N0

### Festival Registration:

**PAYMENT:** Payment has been made for the Con Brio Sun Peaks Festival in advance by Ellison Travel & Tours Ltd.

**INFORMATION:** Registration for the Con Brio Sun Peaks Music Festival occurs in the Sun Peaks Grand Conference Centre – Crystal Ballroom from 12:30pm-5:00pm. Please reference your tour binder for your **Festival Information Form**, under the “Festivals” tab when registering. **Please confirm all final festival details when registering and refer to the on-line program (QR code on your name bag) throughout the event.**

### Director's Reception:

The **Director's reception** is hosted by Ellison Travel and Tours. Directors are invited to join us at the **Sun Peaks Grand McGillivray Room** for refreshments, meet the adjudicators and other directors from 8:30pm – 10:00pm on Friday, April 26th.

**NOTES:** See binder for festival schedule and map

- 3:50pm** - your scheduled festival activities start for the day! (please refer to your Con Brio festival schedule and venue map for detailed information)

- for **Woodwind/Saxophone/Brass** instrument intensive(s) at **The Annex** – please arrive **10 mins ahead** of your ensemble intensive(s); *students are to bring their massed band music with them for common reference*
  - for **Percussion instrument intensive(s)** at the **Sun Peaks Grand Hotel Alpine Room** – please arrive **10 mins ahead** of your ensemble intensive(s); *students are to bring their massed band music with them for common reference* \*percussionists are to bring snares & snare stands, sticks and if available portable bass drums and beaters
  - for **Electric and String Bass instrument intensive(s)** at **The Annex** – please arrive **10 mins ahead** of your ensemble intensive(s); *students are to bring their massed band music with them for common reference*  
**\*Electric Bass:** a limited number of bass amps will be available. If you have a small, portable amp, please bring it with you. **Remember your patch chord!**
- 7:00pm**
- **your group(s) scheduled festival activities conclude for the day**
  - enjoy the remainder of the day at the Con Brio Sun Peaks Music Festival – watch and listen to other groups perform
  - purchase dinner on your own in Sun Peaks Village when you are not participating in festival activities
- 7:30pm
- Directors are invited to attend a **Professional Development Workshop for Music Directors** in the **Alpine Room** at the **Sun Peaks Grand & Conference Centre**

**Welcome to the 20<sup>th</sup> Annual Con Brio Sun Peaks Festival!**  
**Scavenger Hunt Welcome Activity kicks off today!**  
**Register at the Sun Peaks Grand Hotel tonight 7-9pm**  
*Submit your answers by 7pm on Saturday night to be eligible for some awesome prizes!*

**Ellison Travel & Tours cordially invites the Directors to the annual Directors Reception. Enjoy refreshments and meet the adjudicators and other Directors.**  
**Hosted on Friday, April 26 from 8:30pm - 10:00pm in the Sun Peaks Grand McGillivray Room**

**Day 3 – Saturday, April 27 – FESTIVAL DAY**

**B**

- 7:15am - **group breakfast at Mantle's**

**MEAL CONFIRMATION**

**MANTLES RESTAURANT**, Sun Peaks Grand Hotel & Conference Centre, 3240 Village Way, Sun Peaks BC, V0E 5N0

Contact: Michael Hollen (or Manager on Duty)

Telephone: 250-578-6060

**PAYMENT:** Full payment has been paid in advance by Ellison Travel & Tours. Payment includes applicable taxes and gratuities.

**MENU:** Refer to your Group Meal Summary in your binder

**SPECIAL DIETS:** We have advised the restaurant of your food allergies and dietary restrictions; however, it is important that you advise your server upon arrival. Please note that this restaurant cannot restrict food into their kitchen (Example: nuts, seafood etc), and though they will do their best to cater to any/all allergy restrictions, there is a risk of cross-contamination.

**SPECIAL INSTRUCTIONS:** Group must arrive together. Upon arrival, the group leader should advise the name of your group and reservation time. Students and chaperones, please approach the Mantles kitchen pass-through in a single file, pick up your plated meal and seat yourselves. Please ensure you arrive promptly at the above time, for the restaurant has prepared additional staff and food for your group. **Any extras will have to be paid on site by the group. Thank you for departing the restaurant promptly once your group's meal is complete, as the restaurant staff need to prepare for the next group.**

**NOTES:** See binder for special dietary list, menu and map.

- 
- 8:00am - breakfast ends
  - 8:50am** - **your scheduled festival activities start for the day!** *(please refer to your Con Brio festival schedule and venue map for detailed information)*
    - for **Concert Band performance(s) and workshop(s)** at the **Sun Peaks Grand Ballroom** – please arrive **10 mins ahead of your warm up time** if staying at the Sun Peaks Grand
    - for **Concert Band scheduled audience(s)** - please arrive **5 mins ahead** of your scheduled audience of another group’s performance
  - 1:00pm - Directors are invited to attend a **Professional Development Workshop for Choral Directors** in the **Meeting Room A&B** at the **Sun Peaks Conference Centre**
  - 3:30pm** - **your group(s) scheduled festival activities conclude for the day**
    - enjoy the remainder of the day at the Con Brio Sun Peaks Music Festival – watch and listen to other groups perform
    - purchase dinner on your own in Sun Peaks Village when you are not participating in festival activities
    - meet as a group and walk to the **Sun Peaks Grand Ballroom** to line up outside for the **Con Brio’s Gala Festival Concert**; *don’t forget your Con Brio Sun Peaks Music Festival Passes! Please see festival schedule for detailed information*
  - 8:45pm - **Con Brio Gala Festival Concert** begins!
  - 9:45pm - concert ends

Directors to collect your adjudication materials at the **Festival Desk - Sun Peaks Grand & Conference Centre** from **8:30pm**, onwards. A link to your performance recording and any recorded remarks will be sent to you in advance of the festival which will be available at the conclusion of the Festival weekend.

- *at this time, the hotel has indicated a late check out will not be available tomorrow, however, luggage can be stored at the hotel until after the massed band performance. Please approach the front desk of your hotel on Saturday evening to make arrangements to store your luggage tomorrow, or check with an Ellison Travel staff member.*

**Day 4 – Sunday April 28 – DEPART FOR HOME**

- 7:45am - **group breakfast at Cahilty Creek**

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**MEAL CONFIRMATION**

**CAHILTY CREEK GRILL**, *Nancy Greene’s Cahilty Lodge, 3220 Village Way, Sun Peaks, BC V0E 5N0*

Contact: *Kelly Dye (or Manager on Duty)*

Telephone: *250-434-0279*

**PAYMENT:** *Full payment has been paid in advance by Ellison Travel & Tours. Payment includes applicable taxes and gratuities.*

**MENU:** *Refer to your Group Meal Summary in your binder*

**SPECIAL DIETS:** *We have advised the restaurant of your food allergies and dietary restrictions; however, it is important that you advise your server upon arrival. Please note that this restaurant cannot restrict food into their kitchen (Example: nuts, seafood etc), and though they will do their best to cater to any/all allergy restrictions, there is a risk of cross-contamination.*

**SPECIAL INSTRUCTIONS:** *Upon arrival at the restaurant, the group leader should advise the name of your group and reservation time. You will then be shown to your tables and directed accordingly. Please ensure you arrive promptly at the above time, for the restaurant has prepared additional staff and food for your group. Any extras will have to be paid on site by the group. Thank you for departing the restaurant promptly once your group’s meal is complete, as the restaurant staff need to prepare for the next group.*

**NOTES:** *See binder for special dietary list, menu and map.*

- 
- 8:30am - breakfast ends
  - 9:00am - meet as a group with instruments and music and walk to the **Sun Peaks Grand Hotel - Ballroom**; *students are to bring their massed band music with them*
  - 9:15am - arrive and proceed as directed by festival staff
  - 9:30am - **massed band** begins!
    - **Percussionists** are to bring their own snare drum/stand, cymbals/stand, mallets, beaters, sticks and **auxiliary percussion instruments** as required by the massed performance pieces;
    - **Electric Bases** – a limited number of bass amps available. If you have a small portable bass amp you are encouraged to bring it with you. **Remember your patch chord!**
    - *All music is property of Con Brio Festivals and will be collected immediately following the massed performance.*
  - 10:30am - massed band ends
  - 10:45am - **check-out** of your hotel
  - 11:00am - meet your **motorcoach** for loading of luggage and instruments
  - 11:30am - board your coach and depart for home (*approximately 8-hour drive + time for lunch and traffic*)
    - *please note: you are entering a different time zone – set your watches forward one hour*
  - 10:30pm - local time of arrival at **Notre Dame Collegiate**
    - Welcome Home!!

### Con Brio Sun Peaks Meal Summary

<b>Restaurant:</b>	<b>Mantle’s Restaurant</b>
<b><i>BREAKFAST - Saturday, April 27</i></b>	
<b>Buffet:</b> eggs, bacon, hash browns, sausage, cereal, milk, cut fruit, toast (white, brown), spreads (butter, preserves, peanut butter), waffles, syrup, coffee, juice	

<b>Restaurant:</b>	<b>Cahilty Creek Restaurant</b>
<b><i>BREAKFAST – Sunday, April 28</i></b>	
<b>Buffet:</b> Freshly Cut Fruit Salad, Apples, Bananas and Oranges, Assortment of Cold Cereal, Hash Browns, Scrambled Eggs, Pancakes, Chocolate Chip Banana Bread, Cinnamon Buns, Muffins, Coffee, Tea and Fruit Juices.	

Please touch base with us as we would love to hear some of your feedback to ensure the quality of our tours remains at a high level and that we learn more about the needs of you and your group! Also, at your earliest convenience, please complete the evaluation you can find by entering this URL in your browser.

<https://ellisontravel.com/forms/con-brio-tour-leader-evaluation-form/>



# SUN PEAKS A-Z scavenger hunt

TEAM REGISTRATION BEGINS ON FRIDAY,  
APRIL 26TH 7:00PM – 9:00PM, AT THE THE  
SUN PEAKS GRAND HOTEL AND CONFERENCE  
CENTRE LOBBY (3240 VILLAGE WAY)

COMPETE TO WIN GREAT PRIZES IN GROUPS  
OF FOUR (PRIZES COME IN 4'S)!

BEGIN ANYWHERE IN SUN PEAKS VILLAGE BY  
SCANNING THE BELOW QR CODE

THIS HUNT ENDS SATURDAY EVENING, APRIL 27 AT  
7PM.

THERE WILL BE THREE WINNING TEAMS, WITH  
VARYING PRIZES.

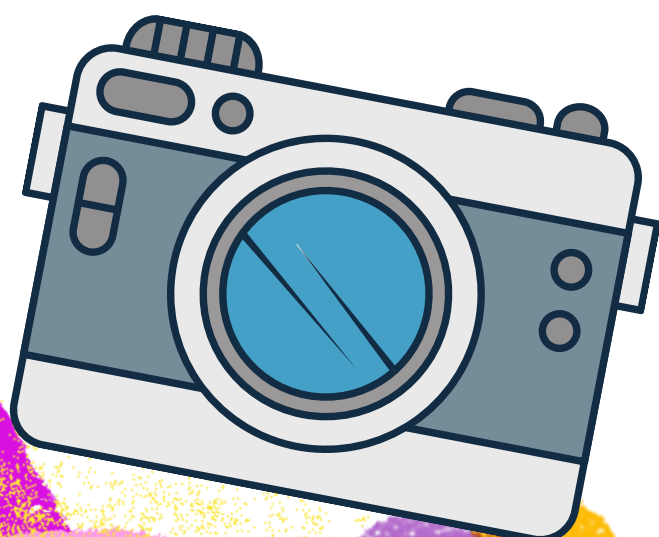
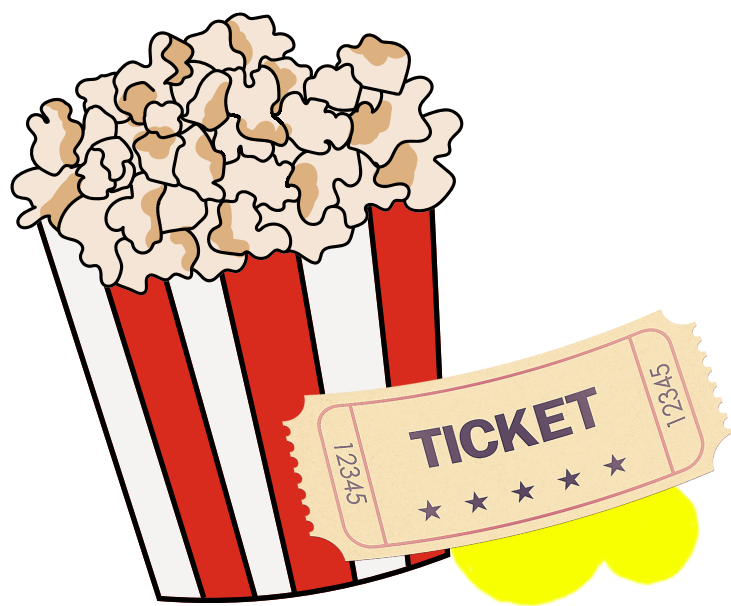
1. PRIZE 1: DISPOSABLE CAMERAS
2. PRIZE 2: CINEPLEX GIFT CARDS
3. PRIZE 3: SCHOOL STATIONARY SURPRISE PACKS



PT.1 A-Z TRIVIA (START WITH THIS ONE FIRST!)



PT.2 CHALLENGES



HOSTED BY  
ELLISON TRAVEL & TOURS

